



RESOURCES

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Humber Advising
& Career Services

EMPLOYER JOB POSTING GUIDE

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careers.humber.ca/employer-services

Advising & Career Services Resource Guide

Getting Started:

- Visit careerconnect.humber.ca and log into your employer account.
- Click on "Create Job Posting" under Links found on your home page.
- Select the date you would like the posting to go live, as well as the expiration date (please ensure the job post is available for at least 7 days from the posting date and not more than 6 months).
- Choose the Job Type(s) (Full-Time, Part-Time and/or Casual) as well as the Position Type (Permanent, Contract/Temporary, Seasonal/Summer, Volunteer, and/or On-Campus/Work Study).

The screenshot shows a user interface with two main sections: 'Announcements' and 'Links'. The 'Announcements' section contains a message: 'There are currently no announcements or notifications to display.' The 'Links' section contains a list of options: 'Create Job Posting', 'View Job Postings', 'View Applicants', and 'View Resource Library'. The 'Create Job Posting' link is highlighted with a teal background and a mouse cursor. At the bottom left, it says 'POWERED BY ■ simplicity' and at the bottom right, it says 'Privacy Policy | Terms of Use'.

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL 105, 416.675.6622 ext. 5028

www.careers.humber.ca | [Instagram.com/humbercareer](https://www.instagram.com/humbercareer) | twitter.com/humbercareer



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Job Details:

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Enter the Job Title (if it is a Co-Op or Internship opportunity, please include in title i.e. Accounting Clerk Co-Op).

Junior Operations Assistant

Description:

The Junior Operations Assistant works as part of the Residence Operations team to ensure the daily upkeep of the residence building regarding maintenance, housekeeping and operational support. The Junior operations assistant is expected to complete assigned work orders and tasks while ensuring proper health and safety procedures are followed. The Junior Operations Assistant also provides general building related support and front desk coverage as required.

The ideal candidate is detail orientated, enjoys a physical work environment and is someone who can communicate well orally and written. The Junior Operations Assistant is expected to provide excellent, professional customer service to all residents and guests.

Primary duties include but not limited to:

- Painting
- Drywall repairs
- Preventative maintenance items
- General cleaning and organization of residence spaces
- Assisting the Residence Housekeeper
- Assisting the Residence front desk

Qualifications

- Ability to use minor power and hand tools
- Previous customer service experience is preferred
- Previous experience in cleaning is an asset
- Must be detail oriented with strong organizational skills
- Excellent communication skills; oral and written
- Able to work independently and as part of a team
- Work study approval for domestic students is required
- Full-time student in academic year 2021-2022

Include job description, explanation of job duties, and applicant qualifications.

Bold different sections to ensure they stand out.

The residence is open 24 hours a day, including holidays and weekends. Candidates must be flexible to work a variety of shifts which may include day, evening, and weekends. Successful candidates will be required to be available to begin training and scheduled shifts as soon as possible.

Due to current Covid-19 precautions, interviews will be held virtually. Successful candidates will be required to be onsite and follow all current Covid-19 precautions set out by the College and Residence Administration (i.e. masking, gloves, social distancing) for the safety of staff and students.



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Skill Requirements:

- Please specify the desired skills for this position (you may add a total of 10 skills).
- Enter the job location. If there are multiple locations, select "add item" to include additional location details.
- Include Salary, Compensation, or Honorarium. If you are unsure about the salary you may put "TBD". Details on Ontario's current minimum wage rates can be found [here](#).
- Enter the number of positions available for this job posting, hours per week, and the position start and end date (if no end date leave blank).
- Select one or more desired Academic Program(s) to ensure your posting reaches your target audience. Job postings can be affiliated with your current faculty and/or other faculties. To view Humber's faculties and associated programs, please visit: <https://humber.ca/future-students/tours-events/open-house/faculties-programs.html>

Application Instructions:

- Choose the desired Resume Submission Method and if you would like the system to automatically email all application materials to you after the posting expires.
- Select optional documents you would like to receive in addition to the resume (i.e. Cover Letter, Unofficial Transcript etc.).
- If you request additional documents from the applicant, you may add special instructions regarding those documents.

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